SOAR *Online* Instructions for TRAIN

This document provides instructions for TRAIN users on how to access the SOAR *Online* modules, complete the course requirements, receive continuing education/continuing medical education (CE/CME) credits, and print a Certificate of Completion.

Step 1: Setup a TRAIN account or login to your existing TRAIN account.
- TRAIN https://www.train.org/main/welcome
- You must setup your entire profile in order to take a course.
- Select the group that best describes your geographical location until TRAIN accepts your group selection.
- Texas TRAIN users see the special instructions in Appendix A.

Step 2: Find and select the course you want to complete.
- Enter the course name in the search field within TRAIN.
- Copy and paste the URL into your internet browser https://www.train.org/main/search?type=course&query=SOAR.

Step 3: Select the green 'Pre-Assessment' button and complete the assessment. You must complete the pre-assessment to proceed.
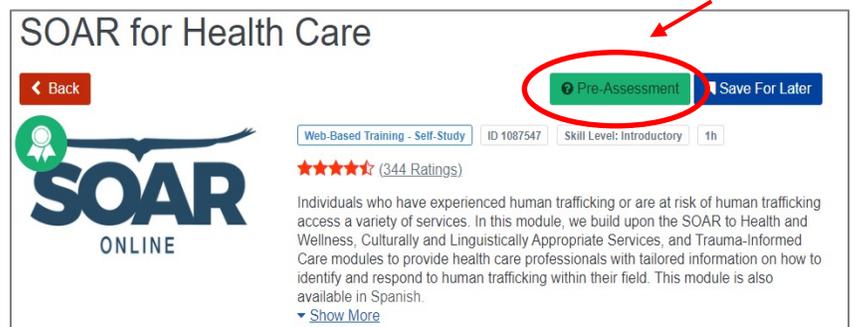
Step 4: From the course landing page, select the green 'Launch' button to complete the SOAR *Online* module. You must complete the entire module to proceed.

Step 5: Complete the evaluation by selecting the green 'Take Evaluation' button in the upper right corner. You must complete the entire evaluation in order to generate a certificate of completion.
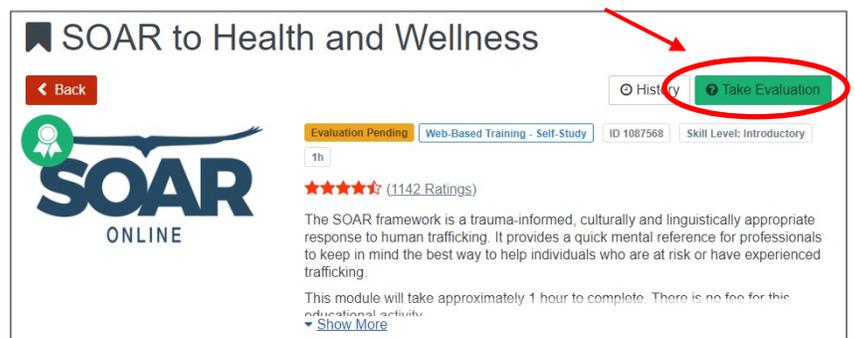
Step 6: On the course landing page, select the blue 'Print Certificate' button to access the certificate of completion *and* instructions for accessing CE/CMEs through a third party website. **Note: TRAIN does not issue or track CE/CMEs.**

You can also access the Certificate of Completion within TRAIN:

- Select 'Your Learning' in the top menu (see image on the right)
- Select the 'Your Certificates' tab
- Select the course
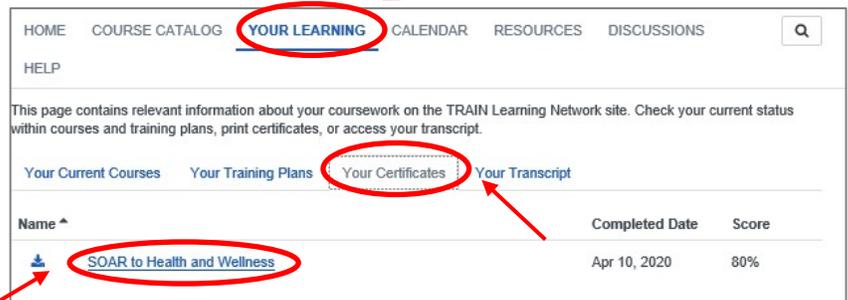
If you completed one of the modules listed below and would like CE/CME credits, proceed to Step 7.

- SOAR to Health and Wellness
- Trauma Informed Care
- Culturally and Linguistically Appropriate Services

- SOAR for Health Care
- SOAR for Behavioral Health
- SOAR for Public Health
- SOAR for Social Services

Step 7: For CE/CME credits, follow the instructions on the TRAIN Certificate of Completion. You will be required to create an account on a third party website to access your CE/CME credits.

If the CE/CME credits available do not match your needs, you can:

- Select the "Other" option under the AMA header, when available, to access a certificate available for any non-physician, or
- Submit the Certificate of Completion within TRAIN to your local board to request credit for your profession. We cannot guarantee acceptance by your local board.

Additional Assistance

For questions and assistance, please contact SOAR@nhttac.org with the following information:

- Your first and last name
- Email address you use to login to TRAIN
- Name of the module you completed
- Date you completed the module
- Screenshot of 'Your Transcript' where it shows your profile in the upper right hand corner *and* the module you completed (if possible)
- Details of the specific challenge you are having based on the steps outlined above.

Appendix A: Instructions for Setting Up a Texas TRAIN Account

Using Google Chrome:
- Setup a Texas TRAIN account at https://train.org/Texas
  - Use your agency/work email as your login name
  - Create a unique password
- Complete your Texas TRAIN profile
  - Log into Texas TRAIN using your agency/work email and password
  - Click on your name in top right-hand corner and 'Your Profile'
  - On the 'Manage Group' tab in the left menu, under the heading 'Join By Group Code', enter the group code 'TXSOAR', and click the blue 'Join' button.
  - Navigate and enter information for each tab in the left menu with a red exclamation point
- Search for the course by name (SOAR to Health and Wellness) or course number (1087568)
- **Scroll down past the Learning Objectives to 'PRINT THIS FIRST' and print the embedded pdf**
- Follow the instructions in the pdf for completing the module and accessing the certificate